



Mission Support Alliance

RFP: 286077

Title: Field Services Vehicles

Revision Number: 0

Date: January 13, 2016

Statement of Work for *Field Services Vehicles*

Revision 0

Date: January 13, 2016

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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) requires the short term lease of a variety of commercial vehicles in order to perform work under its contract with the Department of Energy. The scope of work requires MSA to provide leased support vehicles to other Hanford Contractors. Leased services shall also include maintenance support.

2.0 OBJECTIVE

Mission Support Alliance requires the services of a Subcontractor to provide commercial leased vehicle services to the Hanford Site. Subcontractor shall also provide maintenance support for the vehicles provided.

3.0 DESCRIPTION OF WORK – SPECIFIC

Subcontractor to supply approximately 20 vehicles with following listed options for lease:

<i>Quantity</i>	<i>Description</i>	<i>Specific Requirements</i>
14	½ Ton Cargo-Van	<ul style="list-style-type: none">• Shelving Storage Package with Partition• Drop Down Ladder Rack for 2 ladders• Compatible with 6', 8', and Extension Ladders• Driver side box-side step
1	¾ Ton, 4x4, Long Bed, Quad Cab Truck	<ul style="list-style-type: none">• Truck Rack Kit with Ladder Bracket• Lift Gate• Driver Side Box-Side Step
1	½ Ton, 4x4, Short Bed, Quad Cab Truck	<ul style="list-style-type: none">• Cross-bed tool box• Driver side box-side step• Cab overhang ladder/lumber rack
3	Mid-Size, 4 Door, 4x4, SUV	<ul style="list-style-type: none">• Driver Side Box-Side Step
1	Full Size, 4 Door, 4x4, SUV	<ul style="list-style-type: none">• 3rd Row Seating



3.1 Lease Vehicles

Supply a variety of short notice commercial leased vehicles with delivery. All vehicles supplied under this order shall be in good repair, in like new operating condition, and all functions and capabilities must be fully operational. Delivery shall occur within 48 hours of the request, unless otherwise approved by the Buyer's Technical Representative (BTR). Vehicles will be delivered to and picked up from a pre-determined location on the Hanford Project as directed by the BTR. This location will typically be in the 400 Area, Grant Avenue parking lot which is approximately 15 miles one way from the north end of Richland, Washington, but this area is subject to change. The vehicles will be routed through an inspection area as designated by the BTR prior to delivery.

3.1.1 Fueling of Vehicles

Vehicles delivered to the site shall be 90% full of fuel. When the Subcontractor retrieves vehicles from the site, the Buyer will return them 90% full of fuel. In situations where the Buyer was unable to refuel the vehicle to the required capacity, the Subcontractor will bill the Buyer at the appropriate rate found at the government's Energy Information Administration web site.

3.1.2 Adding/Removing vehicles to the Contract Schedule

When the Buyer requests vehicles which are not currently on the contract price schedule, the Buyer shall submit a Request for Proposal (RFP) to the Subcontractor. The Subcontractor shall respond to the RFP with a proposal to the Buyer. Proposals will typically contain proposed vehicle specifications and pricing at the daily, weekly, and 4 week rates. Delivery pricing will also be included in the proposals. The Buyer will ensure the proposal is reviewed by the BTR for technical merit. Upon the Buyer's acceptance of the proposal, the information will be added to the subcontract via contract amendment. The Buyer and Subcontractor will sign all amendments bi-laterally. Any changes made without Buyer approval will not be considered binding and the will be the responsibility of the Subcontractor.

The quantity of vehicles to be leased under this subcontract is an estimate. The required vehicle inventory is subject to change at any time, without prior notice to, or authorization by the Subcontractor.

3.1.3 Substitute Vehicles

When a vehicle requested is listed on the contract price schedule but is unavailable, a substitute shall be provided by the Subcontractor. The substitute vehicle must meet or exceed the requirements of the original request. The substitute vehicle specifications and information must be reviewed by the BTR for technical compliance prior to delivery. There shall be no additional charge for substitute vehicles provided in lieu of vehicles already on the subcontract price schedule.



3.2 Maintenance Support

A 24-hour Subcontractor response time is required for vehicles requiring maintenance due to mechanical and or electrical failure or routine maintenance. The BTR shall be notified of the vehicle status as soon as it can be determined. Vehicles that need to be replaced because of these conditions shall be replaced with a vehicle that meet or exceed the specifications of the original request. These replacement vehicles shall be provided at the contract price schedule rate. No additional fees or penalties shall be assessed. Subcontractor shall not perform any vehicle maintenance, repair, or modification work on the Hanford Site. Equipment requiring this work must be removed from the site for repair. Subcontractor is responsible for all maintenance, repairs and modifications.

4.0 REQUIREMENTS

Subcontractor shall ensure that all vehicles are in full compliance with applicable state laws and that licensing and registration is current.

All vehicles leased under the subcontract shall be compliant with any and all applicable Federal Motor Vehicle Safety Standards (FMVSS) in effect on the date of manufacture.

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.1 Engineering Requirements

APPLICABLE ENGINEERING CODES AND STANDARDS

	Number	Title
1.		N/A
2.		
3.		
4.		

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.



Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

APPLICABLE ES&H REQUIREMENTS

	Number	Title
1.		N/A
2.		
3.		
4.		

4.3 Quality Assurance (QA) Requirements

The work activities for this statement of work shall be performed in accordance with the following MSA Quality Assurance Program and Procedures:

APPLICABLE QUALITY ASSURANCE STANDARDS

	Number	Title
1.		N/A
2.		
3.		
4.		



4.4 Government Property

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract Provisions: *N/A*

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. Hanford site-specific and general training requirements to perform this work are identified below.

- Commercial Driver's License, as required
- Valid State Issued Driver's License, as required

Required Qualifications:

5.2 Security and Badging Requirements – N/A

5.3 Work Location / Potential Access Requirements

Delivery/pick up of leased vehicles will be at the 400 Area, Grant Avenue parking lot. No special access or security badging is required at this location.

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

- 20 Vehicles as described in Section 3.0 Description of Work – Specific
- Delivery of five (5) of the cargo vans required by 3/1/2016. Remainder of vehicles to be delivered by 4/1/2016.



7.2 SCHEDULE

Start Date: March 1, 2016

Completion Date: February 28, 2017

8 SPECIAL REQUIREMENTS

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

KICKOFF MEETING - Before start of the Work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.